



Indiana State Board of Nursing
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Michael R. Pence, Governor

Nicholas Rhoad, Executive Director

To: Deans and Directors of In-State Nursing Programs

From: Elizabeth Kiefner Crawford, Director, Indiana State Board of Nursing

Date: November 25, 2013

Re: Schedule for Application Submission for May 2014 Graduates

Dear Deans and Directors:

Attached you will find the application schedule for all in-state May 2014 graduating classes. This schedule was prepared based on numbers obtained from the Annual Reporting process and review of patterns of receipt of certificates of completion. This schedule will ONLY apply to May 2014 graduates. You may continue to send applications individually for any other graduation dates throughout the year; though we have found that sending them in batches has maximized the efficiency of our staff and made the window of time between receipt of certifications of completion and authorization to test for completed applications that do not require a personal appearance is between 24 and 48 hours.

It is our hope that by submitting applications early, your student population will schedule their criminal background checks and pay their NCLEX fees prior to graduation. This would also allow us to set personal appearances for any individual who may require one prior to graduation rather than after. The goal is that when we receive their certificate of completion that this will be the only outstanding paperwork requirement to make them eligible for the NCLEX.

It is especially helpful to our staff if you deliver all applications for your May 2014 graduating class in one envelope. The application and a separate check for each student should be paper clipped together in the envelope. If you choose to send your photograph at this time, please tape it securely to the back page of the application. Please insure that students sign the second page of the application and that if they need to submit a statement that it is legible. Students should read the information on our website regarding name changes and submit appropriate documentation if needed along with their application. These small tasks are greatly appreciated and make the application process very smooth.

If you have any questions regarding this process, you can feel free to contact me directly. Questions regarding logistics of applications should be directed to our Assistant Board Director, Corrina Witcher, at (317) 234-1992. All correspondence from our staff is sent **via email** and students will receive an email to complete their criminal background check and pay their NCLEX fee once their application has been entered into the system.

Thank you for your cooperation and collaboration in this process. I always appreciate feedback and would be happy to discuss anytime. The feedback from last year was overwhelmingly positive and I appreciate those who took the time to provide the information.

The schedule for May 2014 graduates is as follows:

Harrison College and Ivy Tech Community College	February 3-7, 2014
University of St. Francis and Kaplan College	February 10-14, 2014
Med Tech and Huntington University	February 17-21, 2014
J. Everett Light, Brown Mackie, Ancilla College and University of Evansville	February 24-28, 2014
ITT Tech, St. Elizabeth's and Bethel College	March 3-7, 2014
Goshen College, Indiana University and Marion College	March 10-14, 2014
University of Indianapolis, Ball State And Anderson University	March 17-21, 2014
Purdue University and University of Southern Indiana	March 24-28, 2014
All Remaining In State Programs	March 31-April 4, 2014